



OUTPUT REQUEST

MARKETING • DESIGN • PRINTING

IMPORTANT

- All information on this page must be completed before work can begin.
- Laser prints or colour proofs for all files must be submitted with the job.
- Kiers Communications Group will not be responsible for print contents if laser proofs are not supplied.
- All imports, scans & fonts must accompany your files or they will not appear on the final output.
- All colours must be process CMYK or converted to CMYK.
- Send only those files that are necessary of the job.

Customer Information

Company

Name

Address

City

Province Postal Code

Tel Fax

Authorized Signature

P.O #

Invoice to: Above
Other _____

Delivery Information

Company

Name

Address

City

Province Postal Code

Tel Extension

Delivery Instructions

Courier Waybill

File Information

Laser Proofs Must be Supplied

File Name	Software/Version	File Size (K/MB)	Number of Copies	Present Image Size	Poster Size Required	Imports	Scans	Crop Marks
						<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
						<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
						<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
						<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
						<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes

Fonts Used

(must be supplied or created to outlines)

Mounting

Lamination

- Foamcore
- Black gatorboard
- Black gatorboard
- White sintra
- Other

- Lustre
- Gloss
- Matte

If you have any question regarding preparing a file for print, please contact us at:

761 Union Street Tel: 506-444-0950
 Fredericton Fax: 506-444-0959
 New Brunswick Email: solutions@kiers.com
 E3A 3P3 CANADA

Turnaround Time: 3 days 4 days 5 days Other

Normal turnaround 3 days (subject to review of job). Rush charges may apply if required sooner.)

Delivery Requested for: _____

Client Job Authorization Signature

Date